

EMAIL-01: WIC Local Agency Personnel Contact Change

Per policy ADM 04.0.1, as well as the current WIC Services Plan (WSP) and Memorandum of Agreement (MOA), this document must be completed when there is a change in personnel contact information. It is also for use to request a change in the State WIC Office wic-c email distribution list.

Change in Personnel Contact Information

Local Agency: _____ Date: _____

New Personnel or Contact Information	<u>Replaced</u> Personnel
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1. District Director - effective date (if in future):

Name	Name
Phone () - ext.	Phone () - ext.
Fax () - ext.	Fax () - ext.
Email	Email
Mailing Address	Mailing Address

2. WIC Coordinator Immediate Supervisor - effective date (if in future):

Name	Name
Phone () - ext.	Phone () - ext.
Fax () - ext.	Fax () - ext.
Email	Email
Mailing Address	Mailing Address

3. WIC Coordinator* - effective date (if in future):

Name	Name
Phone () - ext.	Phone () - ext.
Fax () - ext.	Fax () - ext.
Email	Email
Mailing Address	Mailing Address

4. WIC Secondary Contact* - effective date (if in future):

Name	Name
Phone () - ext.	Phone () - ext.
Fax () - ext.	Fax () - ext.
Email	Email
Mailing Address	Mailing Address

* = automatic change to WIC-C distribution list

New Personnel	Replaced Personnel
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5. **Business Manager** - effective date (if in future):

Name		Name	
Phone	() - ext.	Phone	() - ext.
Fax	() - ext.	Fax	() - ext.
Email		Email	
Mailing Address		Mailing Address	

Change to WIC-C E-mail Distribution List

1. District Director

- Add District Director to WIC-C distribution list
- Remove District Director from WIC-C distribution list

2. Other - This individual may be placed on the WIC-C email distribution list at the District Director's discretion.

New Personnel and Contact Information		Replaced Personnel	
Title		Title	
Name		Name	
Phone	() - ext.	Phone	() - ext.
Fax	() - ext.	Fax	() - ext.
Email		Email	
Mailing Address		Mailing Address	

The completed Email-01 form needs to be emailed from the District Director or WIC Coordinator's email to **Ernest Flemings** (Ernest.Flemings@vdh.virginia.gov) at the State WIC Office.

